

MODIFIED CLASSIFICATION REVIEW DESIGNATIONS

Modified Classification Review (MCR) is a designation attached to each classification in the Pay Scales which identifies when allocation and/or refill of a position by a department requires prior approval by the Department of Personnel Administration (DPA) staff. Exceptions to these designations may be included in a departmental delegation agreement as described below. Department staff involved in the position allocation process are always encouraged to contact DPA staff when there is any question as to the appropriateness of an allocation, irrespective of a class "MCR" designation.

MCR I

Classes designated as "MCR I" do not require DPA staff approval prior to making an initial allocation or refilling a vacant position. "MCR I" classes typically have duties and responsibilities sufficiently distinct from other classes so that relatively few problems should be encountered in making allocations.

MCR II

Classes designated as "MCR II" require approval by DPA staff prior to making an initial position allocation or when the organization structure in which a position is found changes substantially. However, refills of positions where there are no or very minor changes in duties or organization structure do not require prior approval by DPA staff. Classes are typically designated as "MCR II" when duties and responsibilities more closely parallel other classes, when classes are high in level or are supervisory or managerial, when classes are used by multiple departments, or when position misallocations are difficult to correct.

MCR NONE

Classes designated as "MCR NONE" must always be approved by DPA staff prior to making any position allocation including refills of positions with no change in duties or organization structure. A "MCR NONE" designation is typically assigned only to the highest level, most sensitive classes, to classes used by multiple departments, and/or occasionally, to newly established classes.

DEPARTMENTAL DELEGATION

Under the departmental delegation program, "MCR II" and/or "MCR NONE" may be delegated to departments based on an overall assessment by DPA staff that department staff are able to make the appropriate allocation determinations. "MCR I" and "MCR II" classes may also be placed on a more restricted status requiring additional review by DPA staff. A listing of all exceptions to the "MCR" criteria listed for each class in the Pay Scales will be included in each individual department delegation agreement. Department staff wishing to make allocations to classes not included in a "MCR" delegation agreement or on restricted "MCR" delegation status must comply with published MCR criteria until such time as an amended delegation agreement is approved.